



**FEDERAL LABOR RELATIONS AUTHORITY**  
**CAREER OPPORTUNITY ANNOUNCEMENT**  
**Internal Merit Staffing and**  
**Delegated Examining Authority**

<b>Announcement No: FLRA-05-01</b>		<b>Opening Date:</b> May 11, 2005  <b>Closing Date:</b> May 31, 2005	<b>Job Title, Pay Plan, Series and Grade:</b>  <b>Supervisory Financial Administration &amp; Program  Specialist  GS-501-14/15</b>
<b>Number of Vacancies:</b> One	<b>Promotion  Potential:</b> GS-15	<b>Salary Range:</b> GS-501-14, \$88,369 - \$ 114,882 GS-501-15, \$103,947 - \$135,136  Salaries include 2005 locality rate for the Washington, DC area.	
<b>Duty Station/Agency Component:</b> Office of the Executive Director, Budget and Finance Division The FLRA headquarters office is conveniently located within walking distance of the McPherson Square subway station in Washington, DC. Metrobus and a number of commuter buses are also nearby. Numerous eateries, shops, theaters, and historical sites are within walking distance. Excellent employee benefits.			
<b>Work Schedule/Type of Appointment:</b> ° Competitive Service ° Permanent, Full Time ° Non-bargaining Unit position ° Relocation/Permanent change of duty station expenses are not authorized for this position.			
<b>Major Duties:</b> The incumbent serves as Director of FLRA's Budget and Finance Division and reports directly to the FLRA Executive Director. The position is responsible for directing and managing, and to the extent possible, improving an accounting and financial management system for the Agency that is integrated with the Agency's program planning and budgeting process. Major duties include, but are not necessarily limited to the following: •Directing, monitoring and improving all financial management and budget activities throughout the FLRA; •Evaluating/consolidating all financial data and preparing a budget proposal for top management's consideration; •Directing and managing the preparation of the Agency's budget and its submission to OMB; •Directing and managing day-to-day and longer-term accounting function for the Agency; •Providing expert advice to top management on all aspects of budgeting and financial management; •Coordinates and correlates the functions of programming, budgeting, accounting for, evaluating, and reporting on the Agency's financial resources; •Maintains an effective system of controls, as required by OMB Circular A-123; •Provides expert guidance concerning the legal and regulatory aspects of the acquisition and use of funds for program and administrative purposes; and •Oversees travel requirements of the agency, including migration to and implementation of "E-travel."			
<b>Conditions of Employment:</b>  Applicants who are current Federal competitive status candidates must meet all qualification requirements, including time-in-grade, by the closing date of the vacancy announcement.  ° U.S. Citizenship ° Financial Disclosure ° Security Investigation			

<p><b>Who May Apply:</b></p> <ul style="list-style-type: none"> <li>Current Federal employees serving under a career or career-conditional appointment, former Federal employees with reinstatement eligibility, or persons eligible for non-competitive appointment under Special Authorities.</li> </ul>	<p><b>Are you:</b></p> <ul style="list-style-type: none"> <li>⌈ a 30 percent compensable veteran;</li> <li>⌈ eligible for a Veterans Employment Opportunity Act appointment (VEOA); or</li> <li>⌈ severely handicapped?</li> </ul> <p>If so, we may be able to consider you under a special hiring authority. Please be sure to clearly designate your eligibility for these types of appointments in your cover letter or application.</p> <p><b>Are you:</b></p> <ul style="list-style-type: none"> <li>⌈ a candidate with a disability and therefore need a reasonable accommodation for any part of the application and hiring process? If so, ask for an application for accommodation on which you describe your needs. (Determinations on requests for reasonable accommodation are made on a case-by-case basis.)</li> </ul> <p><b>Are you:</b></p> <ul style="list-style-type: none"> <li>⌈ a CTAP eligible; or</li> <li>⌈ an ICTAP eligible?</li> </ul> <p>If so, and if the vacancy is in the competitive service, you have priority consideration rights. Please include a copy of the letter issued by your agency describing your reduction-in-force status.</p>
<p><b>Qualifications Required:</b></p> <ul style="list-style-type: none"> <li>For the GS-14 level, you must have one year of specialized experience that is equivalent to the GS-13 level in the Federal Service</li> <li>For the GS-15 level, you must have one year of specialized experience that is equivalent to the GS-14 level in the Federal Service</li> </ul> <p>Specialized experience is typically in or related to the work of the position described.</p>	
<p><b>Basis for Rating:</b></p> <p>All applicants will be considered on the basis of their education, experience, supervisory appraisal, training and awards, and the Knowledges, Skills, Abilities and Other Characteristics for this position.</p>	
<p><b>Desired Knowledge, Skills, and Abilities:</b></p> <p>Your application <b>must</b> include a separate statement addressing each of the desired knowledge, skills, and abilities listed below. <u>If your application does not include a statement addressing each of the desired knowledge, skills, and abilities, your application will not be considered.</u></p> <ol style="list-style-type: none"> <li>Demonstrated skill in formulating, preparing, submitting, executing, and monitoring a budget for a Federal agency.</li> <li>Demonstrated skill in providing guidance to ensure that agency financial plans are integrated into strategic plans, performance accountability reports, and responsive to congressional mandates.</li> <li>Demonstrated skill in preparing charts, tables, and other budget-related materials and exhibits; experience with software spreadsheets displaying financial and budgetary operations.</li> <li>Knowledge of accounting principles, systems, and practices.</li> <li>Ability to supervise a staff of accounting, budget, and examiner personnel.</li> </ol>	

**Special Remarks:**

- ° If you are applying for competitive service position and are a person with a disability and need reasonable accommodation for any part of the application or hiring process, please notify the Agency. The decision on granting reasonable accommodation will be on a case-by-case basis. Proof of eligibility for special consideration is required.
- ° For further information or questions regarding his position, please contact (202) 218-7979.
- ° If you are a competitive service employee eligible for priority consideration under CTAP or ICTAP, clearly annotate your resume and submit proof that you meet the requirements of Title 5 CFR 330. If you are determined to be well qualified, that is, you possess knowledge, skills, and abilities that clearly exceed the minimum qualifications requirements for the position; you will be afforded priority consideration.
- ° Newly appointed supervisors and managers will be required to complete probationary period of up to one year.
- ° Identification of promotion potential in this position does not constitute a commitment or an obligation on the part of management to promote the employee selected at some future date. Promotion will depend upon administrative approval and the continuing need for an actual assignment and performance of higher-level duties.
- ° Before being hired, you will be required to sign and certify the accuracy of the information in your application if you have not done this using an application form such as the OF-612.
- ° If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment or other disciplinary action.
- ° Employees who received a buyout and subsequently return to positions in Federal agencies, whether by re-employment of contracts for person services, are generally obligated to repay the full amount of the buyout to the agency that paid it.
- ° Applicants will be notified of the outcome of this announcement only if selected.
- ° Privacy Act Notice (PL93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.
- ° Failure to submit all required documents and information requested by the closing date of this announcement will result in your not receiving full consideration. Applicants' qualifications will be evaluated solely on the information submitted in their applications.
- ° Materials submitted as a part of your application will not be returned.
- ° Please submit completed OPM Form 1386B, Applicant Race and National Origin Questionnaire with your resume.

**Agency Mission:**

The Federal Labor Relations Authority (FLRA) is a small independent agency of approximately 200 employees responsible for administering the labor-management relations program for non-postal Federal employees worldwide. The FLRA organizational structure includes: the Authority, the Office of the General Counsel, and the Federal Service Impasses Panel. For additional FLRA information, please visit our website at: [www.flra.gov](http://www.flra.gov).

**Employee Programs and Benefits:**

Depending upon the position, the FLRA offers a variety of benefits, including flexible work schedules; opportunities to attend skills enhancing and skills-maintenance training; and monetary and non-monetary awards. An employee assistance program provides confidential, professional counseling and referral service to help troubled employees, a health service which provides periodic health screening opportunities at nominal cost, and a leave donation program that can assist employees during personal medical emergencies. All employees are paid by electronic funds deposit.

The FLRA subsidizes health benefits and life insurance costs. Its portable Federal Employees Retirement System permits eligible employees to supplement their retirement by contributing to a Thrift Savings Plan (similar to 401K savings plans). Employees on appointments of more than 90 days with set work schedules earn annual and sick leave based on their years of service, beginning at 104 hours each of annual and sick leave per year for a full time employee.

**How To Apply For This Position:** Please refer to the attached Checklist to ensure your application package is complete. Interested applicants must submit their resume with the information described on the attached "Application/Resume Checklist", so that the information is received at the following address by 5:00 p.m. Eastern Standard Time by the closing date of the announcement: Federal Labor Relations Authority, Human Resources Division, 1400 K Street, NW, 4th Floor, Washington, DC 20005. You may also submit your application electronically at the following web site: [resumes@flra.gov](mailto:resumes@flra.gov).

To request a copy of this announcement, call the Job Line at (202) 218-7974 or (877) 303-8945. To download a copy, visit our website at <http://www.flra.gov/29-jobs.html>. There is a statutory prohibition against using Government-franked envelopes to mail applications. Applications received in such envelopes will not be considered.

Qualified applicants will receive consideration without regard to such non-merit factors as race, color, religion, gender, handicap, age, sexual orientation, national origin, political affiliation, marital status, non-disqualifying disabilities, membership or non-membership in an employee organization, personal favoritism, protected genetic information, or status as a parent.

Once selection is made an announcement will be placed on FLRA's web page. Please note that the selection process may take

up to 120 days.

## APPLICATION/RESUME CHECKLIST

*To ensure full and proper consideration, your application/resume must contain the following information.  
Failure to submit this information may result in non-consideration for the position.*

### Job Information

- C Vacancy number, position title and grades(s)

### Personal Information

- C Full name, mailing address (with zip code), phone numbers (with area code)
- C Social Security Number
- C Country of citizenship
- C Veterans' preference
- C Reinstatement eligibility, if any
- C Title and series of highest Federal civilian job held, if any

### Education

- C High school (name, city, state and zip code); date of diploma or GED
- C Colleges or universities (name, city, state, and zip code); Majors
- C Type and year of degrees received (if no degree, show semester/quarter hours).
- C Transcripts - only if applying for entry level Attorney, Law Clerk, or Outstanding Scholar positions.

### Work Experience

- C Title (include specific dates held, number of hours worked per week and, if Federal job, reflect series and grade)
- C Duties
- C Employer's name and address
- C Supervisor's name and phone number
- C Starting and ending dates (month, day, and year)
- C Number of hours worked per week and beginning and ending salary for each experience
- C Indicate if we may contact current supervisor

### Other Qualifications

- C Training (title, hours, year)
- C Special skills (e.g., computer software/hardware, typing speed, etc.)
- C Current certificates and licenses (e.g., Bar membership; CPA)
- C Honors, awards, accomplishments (e.g., publications, performance award, memberships in professional organizations or societies, leadership activities, public speaking.

### Selective Factors and Desirable Knowledge, Skills, and Abilities

You must address the listed factors on a separate sheet of paper and attach it to your application.

### Background Questionnaire

You are requested to complete the attached "Background Survey Questionnaire 79-2."

### Performance Appraisal

Current or former Federal employees must submit a copy of most recent performance appraisal

### SF-50, Notification of Personnel Action

Current or former Federal employees must submit a copy of most recent SF-50, "Notification of Personnel Action", reflecting grade, title, series, and annual pay.

### Veterans' Preference DD-214

Preference does not apply to Outstanding Scholar or to internal Federal merit promotion actions. For other positions, if you are claiming veterans' preference, submit form DD-214, and, if applicable, proof of disability or mother/widow preference.

NOTE: Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years of more of continuous active service may apply to the announcement. Also, the Defense Authorization Act of 1997 extended veterans' preference to persons who served on active duty during the Gulf War, and authorizes that the Armed Force Expeditionary Medal for service in Bosnia is qualifying for veterans' preference.

### Disability Status

Applicants with disabilities who are eligible for non-competitive appointment under special appointing authorities must indicate their special status and provide appropriate current certification of that status.

### CTAP or ICTAP Eligibility

Individuals applying to competitive service positions who have priority consideration rights under the Interagency Career Transition Assistance Program (ICTAP) or the Agency

**CTAP must clearly annotate the eligibility and submit proof.**

United States  
Federal Labor Relations Authority  
Background Survey Questionnaire 79-2

Form Approved  
MB No. 50-RO-616

<p style="text-align: center;"><b>GENERAL INSTRUCTIONS</b></p> <p>The information from this survey is used to help insure that agency personnel practices meet the requirements of Federal law. Your responses are voluntary. Please answer each of the questions to the best of your ability. Please print entries in pencil or pen. Use only capital letters. Read each item thoroughly before completing the appropriate code number in each box.</p> <p>Name (Last, First, MI)</p> <p>Position for which you are applying</p> <p>Date (Month, Day, Year)</p> <p>1. Social Security Number</p> <p>2. Year of Birth 19____</p> <p>3. Do you have any physical disability?</p>	<p style="text-align: center;"><b>PRIVACY ACT INFORMATION</b></p> <p style="text-align: center;"><b>GENERAL</b></p> <p>This information is provided pursuant to Public Law 93-579 (Privacy Act 1974) December 31, 1974 for individuals completing Federal records and forms that solicit personal information.</p> <p style="text-align: center;"><b>AUTHORITY</b></p> <p>Sections 1302, 3301, 3304 and 7201 of Title 5 of the US Code.</p> <p style="text-align: center;"><b>PURPOSE AND ROUTINE USES</b></p> <p>The information from this survey is used for research and for a Federal equal opportunity recruitment program to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Director PRDC, Office of Personnel Management, Washington, D.C. 20415.</p> <p style="text-align: center;"><b>EFFECTS OF NONDISCLOSURE</b></p> <p>Providing this information is voluntary. No individual personnel selections are made on this information.</p> <p style="text-align: center;"><b>INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NO. UNDER PUBLIC LAW 93-579, SECTION 7 (b)</b></p> <p>Solicitation of the Social Security Number (SSN) is authorized under provisions of Executive Order 9397 dated November 22, 1943. It is used to relate this form with other records that you file with Federal agencies and the Office of Personnel Management.</p>
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4. How did you learn about the particular position or exam for which you are applying? (You may select up to three choices.)

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| 01 - Private Information Service<br>02 - Newspaper<br>03 - Magazine<br>04 - Radio<br>05 - TV<br>06 - Poster<br>07 - Private Employment Office<br>08 - State Employment Office (Unemployment Office) | 09 - Agency Personnel Dept. (Bulletin Board or Other Announcement)<br>10 - Agency or Other Federal Government Recruitment at School or College<br>11 - Federal, State or Local Job Information Center<br>12 - Religious Organization<br>13 - School or College Counselor or Other Official<br>14 - Friend or Relative Working for Agency<br>15 - Friend or Relative Not Working for Agency<br>16 - Other (Specify)_____ |
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5. Please categorize yourself in terms of race, sex, and ethnic categories below. First read definitions of subcategories. The racial and ethnic categories for Federal statistics and administrative reporting are defined as follows:

**ETHNICITY:** Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish culture or origin regardless of race.

**RACE:** American Indian or Alaskan Native -- A person having origins in any of the original peoples of North America, and who maintains culture identification through tribal affiliation or community recognition. Asian or Pacific Islander -- A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa. Black or African American -- A person having origins in any of the original peoples of Africa. White -- A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

<p>A. Race</p> <p>1. American Indian or Alaskan Native</p> <p>2. Asian or Pacific Islander</p> <p>3. Black or African American</p> <p>4. White</p> <p>5. Other (Specify)_____</p>	<p>B. Sex</p> <p>1. Male</p> <p>2. Female</p>	<p>C. Ethnicity</p> <p>1. Hispanic Origin</p> <p>2. Not of Hispanic Origin</p>
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